

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB05-25

Date: September 15, 2005
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: HURRICANE KATRINA ADDITIONAL INFORMATION

The purpose of this information bulletin is to inform the Local Workforce Investment Area (LWIA) staffs about the release of Job Service Notice (JSN) 05-017a announcing instructions to local Job Service (JS) staff regarding reporting requirements related to Hurricane Katrina coordination activities and clients served. These instructions parallel the guidance to the LWIA staff issued in Workforce Investment Act (WIA) Draft Directives WIADD-103 and [WIADD-104](#). In addition, this bulletin provides further clarification on how to manage verification of Right-to-Work for Hurricane Katrina evacuees.

To the degree possible and reasonable, JS staff will direct clients indicating that they are in need of services because of a forced relocation as a result of Hurricane Katrina, to a case manager funded by the WIA program able to provide a full range of workforce services. The WIA staff person should complete the required reporting procedure outlined in the WIA Draft Directive WIADD-103. If the JS staff person is in a satellite site and not physically co-located with staff employed by the LWIA, the JS staff person will complete the necessary paperwork as required under JSN 05-017a. They will also strongly encourage the affected individual to register with the Federal Emergency Management Agency, if this has not already been done and, if appropriate, they will refer the individual to a comprehensive One-Stop for access to the full range of employment and training services.

The WIA Draft Directive WIADD-103 will be issued as a final WIA Directive on September 23, 2005. To the degree clarifying information is available, WIA Draft Directive WIADD-103 will be updated to address questions raised during the comment period. However, we would like to call to your immediate attention Department of Labor [Training and Employment Notice 7-05](#), September 13, 2005, providing clarifying guidance on verification of Right-to-Work for evacuees from Hurricane Katrina. In keeping with State law and recent federal guidance, every effort should be made to verify an evacuee's Right-to-Work status. If the evacuee indicates they do not have the appropriate documentation due to the disaster, services should be provided to these clients and documentation of Right-to-Work should be verified later. The emergency Right-to-Work status expires October 15, 2005.

For the purpose of Job Training Automation (JTA) reporting, if Right-to-Work has not been verified, indicate "No" in the Application Form field 14b. *Right to Work in the U.S.* This field can be changed to "Yes" when proper documentation is obtained. The JTA Roster may be used to track these clients and assure that, if continuing services are provided, Right-to-Work is updated. If you need assistance with the procedures for tracking these clients, please contact the JTA Help Desk at (916) 653-0202.

If you have questions related to the State or local response to Hurricane Katrina, please contact [Regional Advisor](#) at (916) 654-7799.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division